



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

May 9, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT
45444-23/24; 41751-23/24; 44747-23/24; 41908-23/24; 44010-23/24; 44155-23/24;
44441-23/24; 41761-22/23; 39371-23/24; 44853-21/22; 44721-17/18 AND 49509-
13/14.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **May 20, 2024, at 2:00 p.m.**

This item will appear on the Ratification Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

Attachments

Cc: Reanna Albert, Department of Public Health
Alysabeth Alexander-Tut, Port
Tara Alvarez, Department of Human Services Agency
Cynthia Avakian, Airport Commission
Monique Colon, Homelessness and Supportive Housing
Henry Gong, Sheriff
Shawndrea Hale, Public Utilities Commission
Kelly Hiramoto, Department of Public Health
Daniel Kwon, Public Utilities Commission
Marcus Lange, Public Library
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



London Breed
Mayor

Carol Isen
Human Resources Director

Date: May 3, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Tara Alvarez, HSA
Marcus Lange, LIB
Alysabeth Alexander-Tut, PRT
Shawndrea Hale / Daniel Kwon, PUC
Monique Colon, HOM
Henry Gong, SHF
Reanna Albert / Kelly Hiramoto, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains twelve (12) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$110,726,834	\$428,430,340	\$4,353,369,203

Cynthia Avakian
Airport Commission
PO Box 8097
San Francisco, CA 94128
(650) 821-2014

Tara Alvarez
Human Services
1650 Mission St., 5th Floor
San Francisco, CA 94103
tara.alvarez@sfgov.org

Marcus Lange
Public Library
100 Larkin St., Rm. 680
San Francisco, CA 94102
(415) 557-4214

Alysabeth Alexander-Tut
Port
Pier 1
San Francisco, CA 94111
(415) 274-0558

Shawndrea Hale / Daniel Kwon
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
SH: (415) 551-4540
DK: (415) 934-5722

Monique Colon
Homelessness and Supportive Housing
440 Turk St.,
San Francisco, CA 94102
(415) 355-5230

Henry Gong
Sheriff
1 Dr. Carlton B. Goodlett Pl., Rm. 456
San Francisco, CA 94102
(415) 554-7241

Reanna Albert / Kelly Hiramoto
Public Health
1380 Howard St.,
San Francisco, CA 94103
RA: (628) 271-6178
KH: (415) 255-3492

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
45444 - 23/24	Airport Commission	1
41751 - 23/24	Human Services	6
44747 - 23/24	Public Library	14
41908 - 23/24	Port	20
44010 - 23/24	Public Utilities Commission	34
44155 - 23/24	Public Utilities Commission	39
44441 - 23/24	Public Utilities Commission	46
 Modification PSCs		
41761 - 22/23	Airport Commission	52
39371 - 23/24	Human Services	61
44853 - 21/22	Homelessness and Supportive Housing	70
44721 - 17/18	Sheriff	85
49509 - 13/14	Public Health	110

POSTING FOR

May 20, 2024

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>45444 - 23/24</u>	AIRPORT COMMISSION	\$70,000,000.00	Project Management Support Services (PMSS) and design services related to the Airport Electrical Capacity Upgrade Project (Project). The Project will replace two transformers at San Francisco International Airport (Airport) with three new transformers, and provide improvements to other supporting electrical systems and equipment. Services to be provided include complete detailed design on specialized electrical systems, as well as project controls, scheduling, estimating, document control, stakeholder engagement and coordination, commissioning and activation. Total Project cost is estimated at \$70M, of which an estimated \$8M will be design services and an estimated \$5M will be PMSS.	June 1, 2024	May 31, 2029	REGULAR
<u>41751 - 23/24</u>	HUMAN SERVICES	\$5,000,000.00	Box Cloud-based Management System is a HIPAA-compliant cloud-based content-sharing solution that facilitates collaboration internally between staff and externally with agency partners. HSA has been using BOX since September 2019. BOX enables users to store, share, and work with the latest versions of content in the cloud via most web-enabled devices. The familiarity with the application will allow for a more seamless transition into PHI-compliant storage administration and data sharing. Box offers as-needed	July 1, 2024	June 30, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>implementation and consulting services to help implement Box and it's various products. By using Box's cloud based file storage solution, HSA staff can more easily and securely share files with CBOs and other partners. Staff can simultaneously make changes to documents with co-workers, track those changes, and restore and share files on their own, without IT help. In addition to these efficiencies, Box also helps to protect against ransomware attacks since ransomware cannot spread within the Box cloud. Finally, by using a cloud solution, some support burdens are lifted from I. T. allowing them to focus on more impactful projects.</p> <p>VFA provides a unified capital planning cloud-based service and software platform that will provide the San Francisco Public Library Facilities unit full comprehensive facility condition assessments data reports with projected costs for all library facilities. An assessment team of specialized, industry-experienced individuals will visit the 30 libraries to inspect, assess, evaluate, and chronicle the state of the building's interior and exterior structure and systems. The detailed completed assessment reports \ provided to the Library Facilities will provide vital data to understand and recognize present and future repairs, replacements, and upgrades. The data will be used to conform to industry standards and minimize little or no disruption to library operation and services to library patrons and the community. The reports will include a list of recommendations for repairs, replacements, and estimated costs in a 0-5-10-15-year forecast. The completed reports, services, and platform will enable effective modeling of multi-year</p>	April 1, 2024	March 31, 2026	REGULAR
44747 - 23/24	PUBLIC LIBRARY	\$173,006.00				

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			capital planning for library facilities staff to ensure the 30library facilities' infrastructure and services continually operate. The library will receive retrievable detailed data: building systems' lifecycles, the current and future needs of the building equipment, and reflective costs for the 30 library building exterior and interior infrastructure and systems. The platform will include statistical modeling which will provide detailed assessments into the building conditions for deferred maintenance and capital renewal equipment. The completed building assessment reports will be available via database system from any library staff pc. Ultimately, the library will have a critical tool and resource to efficiently maintain and manage the 30 library buildings facilities: maintenance, repairs, renovations, and other capital projects which will allow make informed decisions, optimizing maintenance and capital planning budget decisions.			
<u>41908 - 23/24</u>	PORT	\$12,000,000.00	Conceptual engineering and design for 4 different contracts for specific locations along the waterfront.	July 1, 2024	June 30, 2032	REGULAR
<u>44010 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$300,000.00	CleanPowerSF seeks an auditor to evaluate and report on CleanPowerSF's compliance with data privacy and security commitments in accordance with California Public Utilities Commission (CPUC) Decision 12-08-045 (D. 12-08-045) for three audit periods, January 1, 2024, through December 31, 2024, January 1, 2027, through December 31, 2027, and January 1, 2030, through December 31, 2030. It is estimated that each audit would cost no more than \$100,000.	January 1, 2025	December 31, 2032	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			The contractor must read and become familiar with D. 12-08-045. The contractor must conduct an audit in Quarter 1 of 2025, Quarter 1 of 2028 and Quarter 1 of 3031, for a total of three audits, and deliver the audits to CleanPowerSF by April 1 of 2025, 2028 and 2031 respectively. The audits performed shall conform to the generally accepted standards of agreed upon procedures as established by the American Institute of Certified Public Accountants. The audit scope must satisfy Rule 9(d) of D. 12-08-045.			
<u>44155 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$3,800,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) is committed to high quality outreach about our programs, services, and projects. The services for this PSC will help the SFPUC better understand, market, communicate with, and engage our customers. Work performed under this agreement will have a special emphasis on communities that have been historically underserved or face systemic barriers in San Francisco and will support the agency's racial equity plan and goals.</p> <p>Work will include communications and community engagement support, market research, event planning and execution, and marketing and advertising. These services will support outreach needs across the agency, including construction projects like the Geary corridor, activation of the Southeast Community Center and its programs, and outreach about our low-income Customer Assistance Program.</p>	May 20, 2024	April 20, 2029	REGULAR
<u>44441 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$400,000.00	The San Francisco Public Utilities Commission (SFPUC) is seeking an auditor to provide post-enrollment verification (PEV) program design,	July 1, 2024	December 31, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes. The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEVs in the future. The auditor will work under the direction of SFPUC Business Services and the Audit Bureau.			

TOTAL AMOUNT \$91,673,006

Posting For May 20, 2024

Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41761 - 22/23 - MODIFICATIONS	AIRPORT			Contractor will provide architectural and engineering support services for various capital and facilities improvement projects at San Francisco International Airport (Airport). The firms will assist with architectural scope development, feasibility and systems studies, design services and drawings, construction and technical specifications, project schedules, bid and construction administration services.	12/31/2028	12/31/2029	REGULAR
	COMMISSION -- AIR	\$5,000,000	\$11,000,000				
39371 - 23/24 - MODIFICATIONS	HUMAN SERVICES -- DSS	\$20,357	\$120,357	Provide consultation, technical assistance, facilitation and report writing services in order for San Francisco County to complete the mandated County Self-Assessment (CSA) portion of the C-CFSR (California Mandated County Self-Assessment. This mandated process guides the completion of the five (5)-year San Francisco Child Welfare System Improvement Plan (SIP).	05/01/2024	06/30/2025	REGULAR
	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM	\$9,000,000	\$16,800,000				
44853 - 21/22 - MODIFICATIONS				The Department of Homelessness and Supportive Housing (HSH) requires consultants to deliver several time-limited and/or as-needed projects/services, including a strategic framework review/progress report for HSH's five-year strategic framework; as-	07/01/2024	06/30/2027	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				needed community and stakeholder engagement to inform needs and strategy; strategic planning; systems modeling to develop funding priorities; provide facilitation, coaching and planning services to support HSH's organizational development and the development of the executive leadership and management teams; Homelessness Response System capacity building; system-wide capacity-building services, including capacity-building services for the temporary shelter system and temporary shelter system training, policy, and procedure manual; equity impact analysis and recommendations for HSH-funded programs; review professional development opportunities to ensure alignment with HSH equity action plan and other equity goals; assistance with disaster preparedness planning; assistance with building trust and optimizing collaboration with homeless service contractors and other community partners; evaluation of HSH-funded programs and strategies; as-needed grant writing to secure non-local funding as opportunities arise; and time-limited project management support to HSH.			
44721 - 17/18 - MODIFICATIONS	SHERIFF -- SHF	\$2,033,471	\$5,838,911	Install, configure, and implement a Jail Management System (JMS) software solution; along with software licenses, professional services, training, maintenance, and support. The JMS is required by SFSD to streamline and	04/01/2021	08/30/2028	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				manage jail operations and inmate movements, automate booking and jail release functions, housing classification, and manage incarceration records.			
				Scope Change: Following the execution of the Assignment Agreement, the Sheriff's Office CIO was able complete the discovery phase with the new Contractor and expand the scope of work to customize the required interfaces of the department for the new Offender360 JMS. The Sheriff's Office propose to amend the original scope of work under contract 1000026487 to accommodate and facilitate the data migration, design, build, and implementation of a complete production of Offender360 per the required interfaces of the Sheriff's Office. The original contract (1000021389) had general placeholders for project milestones and deliverables pending the completion of the discovery phase, which was deferred due to the sales of Offender360. The modifications to the scope of work provides a comprehensive and detailed description of the deliverables, milestones and billing schedule. The contract end date will change from 3/31/2026 to 8/30/2028. The amended scope of work will capture the migration, design, build, implementation, and annual support of the new Offender360 JMS following the			

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49509 - 13/14 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$3,000,000	\$14,460,160	completion of the discovery phase by the new Contractor and the Sheriff's Office.	06/01/2024	05/31/2029	REGULAR
				Vendor will provide efficient, specialized, state-of-the-art equipment—a hardware and dictation software system—to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capability of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.			

TOTAL AMOUNT \$19,053,828

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: PM Support and Design for Electrical Capacity Upgrade Project

Funding Source: Airport Capital Funds

PSC Amount: \$70,000,000

PSC Est. Start Date: 06/01/2024

PSC Est. End Date 05/31/2029

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Project Management Support Services (PMSS) and design services related to the Airport Electrical Capacity Upgrade Project (Project). The Project will replace two transformers at San Francisco International Airport (Airport) with three new transformers, and provide improvements to other supporting electrical systems and equipment. Services to be provided include complete detailed design on specialized electrical systems, as well as project controls, scheduling, estimating, document control, stakeholder engagement and coordination, commissioning and activation. Total Project cost is estimated at \$70M, of which an estimated \$8M will be design services and an estimated \$5M will be PMSS.

B. Explain why this service is necessary and the consequence of denial:

The Project will improve redundancy in the Airport's power supply and replace existing transformers that are several decades old. Should this request be denied, the Airport will not have sufficient power and will be at risk of power outages which would disrupt Airport operations, potentially endangering public health and passenger safety.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This is a new service.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for the service.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This request is for a capital project that requires highly specialized skills and expertise.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The work requires expertise in engineering design and construction of minimum 50 mega volt ampere (MVA) rated electrical substations facilities, high voltage transmission systems, and medium voltage distribution systems, including proficiency with applicable system-related standards and regulations.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5504, Project Manager 2; 5506, Project Manager 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Notice of Intent was sent on June 14, 2023 to the following city departments: SF Public Works (PW), SF Public Utilities Commission (PUC), Port of San Francisco (Port), and SF Municipal Transportation Agency (MTA). PUC and PW responded stating they are not available and do not have resources to perform these services. Port and MTA did not respond.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Staff in classes 5207, 5241, 5211, 5506 will be working on this project to provide stakeholder input and guide consultant's work. However, existing civil service classifications do not have the required expertise and specialized skills related to the design of 50 MVA rated, high voltage electrical substations.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the services required are limited term, and will not continue beyond the design and construction of the Project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided under this PSC, as the work cannot be performed by existing City classifications.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/22/2024, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45444 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Sung Kim (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, March 22, 2024 11:00 AM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; jnuti@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen Schumacher; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Sung Kim (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45444 - 23/24

RECEIPT for Union Notification for PSC 45444 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45444 - 23/24 for \$70,000,000 for Initial Request services for the period 06/01/2024 – 05/31/2029. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/22191> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Box Cloud-Content Management System

Funding Source: Local, State, and Federal

PSC Amount: \$5,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2028

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Box Cloud-based Management System is a HIPAA-compliant cloud-based content-sharing solution that facilitates collaboration internally between staff and externally with agency partners. HSA has been using BOX since September 2019. BOX enables users to store, share, and work with the latest versions of content in the cloud via most web-enabled devices. The familiarity with the application will allow for a more seamless transition into PHI-compliant storage administration and data sharing. Box offers as-needed implementation and consulting services to help implement Box and its various products. By using Box's cloud based file storage solution, HSA staff can more easily and securely share files with CBOs and other partners. Staff can simultaneously make changes to documents with co-workers, track those changes, and restore and share files on their own, without IT help. In addition to these efficiencies, Box also helps to protect against ransomware attacks since ransomware cannot spread within the Box cloud. Finally, by using a cloud solution, some support burdens are lifted from I.T. allowing them to focus on more impactful projects.

B. Explain why this service is necessary and the consequence of denial:

Box Cloud-based Management System is critical for the IT infrastructure for HSA, DPH, and HSH. These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 43367-17_18

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The implementation and supporting services for Box on an as-needed basis and requires special knowledge of the proprietary software of Box Cloud Content Management and its various products.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The IT-based supportive systems are a very specialized service in programming, and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. They are proprietary business solutions previously developed and used by multiple agencies across many states and counties.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT-based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Training is on the use of the final product for end-users. These are mostly online or in-application, but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs. Training includes implementation and support of BOX cloud-content management system in a as-needed basis.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/18/2024, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Tara Alvarez Phone: Email: tara.alvarez@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41751 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Alvarez, Tara (HSA)

From: dhr-psccordinator@sfgov.org on behalf of tara.alvarez@sfgov.org
Sent: Monday, March 18, 2024 10:25 AM
To: Alvarez, Tara (HSA); jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen Schumacher; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Lau, Leslie (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41751 - 23/24

RECEIPT for Union Notification for PSC 41751 - 23/24 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 41751 - 23/24 for \$5,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/22119> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES Dept. Code: DSSType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 43367 - 17/18)Type of Approval: ☐ Expedited ☐ Regular (☐ Omit Posting)Type of Service: Information Technology System SolutionsFunding Source: County, State, FederalPSC Original Approved Amount: \$26,000,000PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/18-06/30/24 (1 year 1 day)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/18-06/30/26 (2 years)PSC Cumulative Amount Proposed: \$26,000,000PSC Cumulative Duration Proposed: 8 years 1 day**1. Description of Work****A. Scope of Work:**

Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services; Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.

B. Explain why this service is necessary and the consequence of denial:

These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Services have been provided in the past through earlier PSC request. See 43367 - 17/18

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement.

2. Union Notification: On 06/08/22, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 43367 - 17/18

DHR Analysis/Recommendation:

09/19/2022

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/19/2022

Page 09/19/2022

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.

B. Which, if any, civil service class(es) normally perform(s) this work?

1053,1063,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Training is on the use of the final product for end-users. These are mostly c	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/08/22 BY:

Name: Esperanza Zapien Phone: 557-5657 Email: _____

Address: 1650 Mission St #300 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: VFA Software and Service

Funding Source: Library Preservation Fund

PSC Amount: \$173,006

PSC Est. Start Date: 04/01/2024

PSC Est. End Date 03/31/2026

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

VFA provides a unified capital planning cloud-based service and software platform that will provide the San Francisco Public Library Facilities unit full comprehensive facility condition assessments data reports with projected costs for all library facilities. An assessment team of specialized, industry-experienced individuals will visit the 30 libraries to inspect, assess, evaluate, and chronicle the state of the building's interior and exterior structure and systems. The detailed completed assessment reports \ provided to the Library Facilities will provide vital data to understand and recognize present and future repairs, replacements, and upgrades. The data will be used to conform to industry standards and minimize little or no disruption to library operation and services to library patrons and the community. The reports will include a list of recommendations for repairs, replacements, and estimated costs in a 0-5-10-15-year forecast. The completed reports, services, and platform will enable effective modeling of multi-year capital planning for library facilities staff to ensure the 30library facilities' infrastructure and services continually operate. The library will receive retrievable detailed data: building systems' lifecycles, the current and future needs of the building equipment, and reflective costs for the 30 library building exterior and interior infrastructure and systems. The platform will include statistical modeling which will provide detailed assessments into the building conditions for deferred maintenance and capital renewal equipment. The completed building assessment reports will be available via database system from any library staff pc. Ultimately, the library will have a critical tool and resource to efficiently maintain and manage the 30 library buildings facilities: maintenance, repairs, renovations, and other capital projects which will allow make informed decisions, optimizing maintenance and capital planning budget decisions.

B. Explain why this service is necessary and the consequence of denial:

San Francisco Public Library seeks to develop a Capital Planning process and Deferred Maintenance Plan for the Main Library and 30 library buildings. The Library departments needs the aforementioned data information and tools to determine priorities and capital funds required to preserve and/or extend the life of building infrastructure, equipment, and overall assets to identify assets ready for replacement or renovation. The reports, resources, and tools that will be provided to the library will greatly benefit the department in establishing preventative maintenance activities to keep core assets in working condition while ensuring safe library buildings and uninterrupted library services and operation to the community. Without these services, the Library Facilities department will have limited ability to implement proactive measures for upkeep, maintenance, and continued operation of the infrastructure of the 30 library buildings.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Staffing levels, limited industry knowledge, limited expertise, identifying and researching the correct tools and resources, as well as vital dedicated time has constrained and limited completing deferred and preventative maintenance and facilities assessments of the 30+ library buildings. With limited capacity in many facets, including confined industry knowledge and expertise, resources, and tools) , the Library Facilities Engineering Unit periodically and inconsistently assess building facilities and equipment. There is a limit of allocated staff to schedule the tasks. The library facilities team is continuously faced with the reactive mode for repairs and replacement of critical building equipment and infrastructure, such as roof leaks, heating and cooling conditions, or plumbing issues to support library building safety and operation.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

The Library departments needs the aforementioned data information and tools to determine priorities and capital funds required to preserve and/or extend the life of building infrastructure, equipment, and overall assets to identify assets ready for replacement or renovation. The reports, resources, and tools that will be provided to the library will greatly benefit the department in establishing preventative maintenance activities to keep core assets in working condition while ensuring safe library buildings and uninterrupted library services and operation to the community. Without these services, the Library Facilities department will have limited ability to implement proactive measures for upkeep, maintenance, and continued operation of the infrastructure of the 30 library buildings.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills and expertise required are a variety of industry knowledge and many years of professional experience to complete the detailed facility assessments of the 30 buildings; a variety of expanded, high levels of experience technical, mechanical, and administrative knowledge is required. Architects, Field experts, Civil, Mechanical, Electrical, and Industrial Engineers who can apply scientific principles to analyze and provide solutions and costs to maintain a wide scope of building equipment and infrastructure and data systems are required. comprehensive reports will include detailed analysis, facility infrastructure condition data, forecasting impacts, spending levels, current and future cost estimates, forecasting, budget prioritization, and progressive benchmarking required to provide a fully effective comprehensive executive beneficial 30 reports with the necessary resources, tools, and training.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1823, Senior Administrative Analyst; 5218, Structural Engineer; 5268, Architect; 7120, Bldgs & Grounds Maint Supt; 7205, Chief Stationary Engineer; 7334, Stationary Engineer; 7335, Senior Stationary Engineer; 7344, Carpenter; 7345, Electrician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor would provide the San Francisco Public Library with capital planning computer software not currently possessed by the City. The software provided is a Software Service-based application that includes unlimited users for the library department and expands to other partner departments (i.e., PW, Parks). The software has a wide range of capabilities, including scaling the application, customizing the data reports, and modifying exporting that would best meet the Library Department's needs and requirements.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

After researching and reviewing existing and available civil service classes, another SFCC service class that provides comprehensive condition assessment services for all facilities building infrastructure asset types could be

identified. To the best of our knowledge, a classification can provide tools and resources to populate and maintain a technical database with the collected assessment data and cost-estimated or forecasting tools

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Other avenues that offer facility condition assessment storage exist and are limited. The contractor VFA is the only company to offer a software with the analysis and reporting capabilities required for San Francisco Public Library – Facilities Unit- Engineering and Capital Planning. The knowledge, experience and skill-set required to populate and maintain its exclusive and imported is unique and specific to the multi-faceted software, training, support and unlimited resources.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, condition assessment occurs on a comprehensive basis only once every 10 years. Detailed data gathering and complete detailed facility infrastructure assessments forecasting are not required yearly. Depending on the number of buildings and assessments, would only require a few weeks to a few months of dedicated staffing each year.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The library will be provided with the VFA Facility Core training module that consists of a two-day training session comprised of lectures, demonstrations, and hands-on student exercises. Up to 35 staff (including but not limited to senior management, project managers, planners, IS Business analysts, superintendents, analysts, library engineering, and maintenance team) will be taught how to utilize the database information for planning, budgeting, and project prioritization. Each staff member attending the classes will be provided with a VFA Facility Training Guide, which will be used during the class to guide the students through a variety of hands-on exercises. Library staff will also be provided with a training environment to be used during the class, which will be based upon either a generic training dataset, or a copy of the client's Facility Condition Assessment data (depending on the data available for effective demonstrations of the software features and functionality). This training environment will also be made available for library staff for 30 days after the end of the training class so that they have an opportunity to practice what they have learned during the class, using both the training environment and the VFA Facility Training Guide.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/19/2024, the Department notified the following employee organizations of this PSC/RFP request:

Carpenters, Local 22; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21;
Stationary Engineers, Local 39

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, room 680 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44747 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of marcus.lange@sfpl.org
To: [Lange, Marcus \(LIB\); cpark@local39.org; Stan Eichenberger; MRainsford@local39.org; grojo@local39.org; Laxamana, Junko \(DBI\); jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen.Schumacher; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Osha Ashworth; Sean McGarry; Yoshida, Shirley \(LIB\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lange, Marcus (LIB); cpark@local39.org; Stan Eichenberger; MRainsford@local39.org; grojo@local39.org; Laxamana, Junko (DBI); jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen.Schumacher; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Osha Ashworth; Sean McGarry; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)@sfpl.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44747 - 23/24
Date: Tuesday, March 19, 2024 3:09:16 PM

RECEIPT for Union Notification for PSC 44747 - 23/24 more than \$100k

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 44747 - 23/24 for \$173,006 for Initial Request services for the period 04/01/2024 – 03/31/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/22002> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Engineering Consulting Services for Waterfront Resilience Project

Funding Source: GO Bond

PSC Duration: 8 years 1 day

PSC Amount: \$12,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Conceptual engineering and design for 4 different contracts for specific locations along the waterfront.

B. Explain why this service is necessary and the consequence of denial:

Port Engineering is currently staffed to provide engineering design for maintenance projects and small standard capital improvement projects across our 7-1/2 mile waterfront. For larger capital improvement projects and projects involving specialized engineering knowledge and expertise, Port relies on consulting engineers to complete detailed design while relying on engineering staff to providing design review, code compliance review, design management, and project management. This allows the Port, an enterprise agency, to maintain an engineering department that delivers core work and supports cyclical needs to deliver major waterfront projects. The proposed projects are large capital improvement projects funded by a GO Bond and require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise. These projects are part of a system-wide seawall design project and denial may delay the entire process and could jeopardize funding.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service was previously provided under PSC 45567 - 16/17

D. Will the contract(s) be renewed?

It is not expected that these contracts will be renewed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The duration of the projects may last beyond five years based on the needs of the projects.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

These are project-based contracts that are short term and capital projects. These contracts require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The proposed projects are large capital improvement projects funded by a GO Bond and require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Port Engineering is currently staffed to provide engineering design for maintenance projects and small standard capital improvement projects across our 7-1/2 mile waterfront. For larger capital improvement projects and projects involving specialized engineering knowledge and expertise, Port relies on consulting engineers to complete detailed design while relying on engineering staff to providing design review, code compliance review, design management, and project management. This allows the Port, an enterprise agency, to maintain an engineering department that delivers core work and supports cyclical needs to deliver major waterfront projects. The proposed projects are large capital improvement projects funded by a GO Bond and require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
The proposed projects are large capital improvement projects funded by a GO Bond and require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work is highly specialized and short-term in nature. There is not enough work to justify full time engineering work in any or all of the specialized engineering services listed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. There is no training scope in this contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 02/20/2024, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

☐ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Alysabeth Alexander-Tut Phone: 415-274-0558 Email: alysabeth.alexander-tut@sfport.com

Address: Pier 1 San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41908 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 41908 - 23/24

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

alysabeth.alexander-tut@sfport.com <alysabeth.alexander-tut@sfport.com>

Tue 2/20/2024 1:01 PM

To: Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jnuti@ifpte21.org <jnuti@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>

RECEIPT for Union Notification for PSC 41908 - 23/24 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)

41908 - 23/24 for \$12,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2032. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/22047> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORTDept. Code: PRTType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45567 - 16/17)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Planning, Preliminary Engineering, & Environmental Services for the Seawall Resiliency ProjectFunding Source: PRT General Fund; Harbor Fund; and other TBDPSC Original Approved Amount: \$40,000,000PSC Original Approved Duration: 07/01/17 - 06/30/27 (10 years 1 day)PSC Mod#1 Amount: \$19,992,357PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$59,992,357PSC Cumulative Duration Proposed: 10 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

B. Explain why this service is necessary and the consequence of denial:

A major earthquake could happen at any time. The USGS predicts a 72% chance of a major earthquake occurring by 2044. A recent vulnerability study revealed significant earthquake risk to the seawall from ground failures below the Seawall, liquefaction of filled land behind the Seawall, and structural damage to pile supported bulkhead walls and wharves that form portions of the wall. Seawall damage will impact adjacent infrastructure including utilities, the Embarcadero Promenade and Roadway, the Muni Light Rail, and historic finger piers, wharves and buildings. In addition, Seawall damage is expected to compromise access to ferries, cruise ships, bar pilots, water taxis, and other commercial vessel berthing facilities that are critical to Citywide disaster response and recovery. Portions of the Seawall have settled compromising flood protection to adjacent City areas including the area near the BART and Muni entrances. Sea level rise and climate change are expected to significantly increase flood risk over the coming decades and beyond, putting critical transit and downtown businesses at risk.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services are currently being provided under the previously approved contract under PSC# 45567 - 1617

D. Will the contract(s) be renewed?

Assuming the schedule and scope of the project remain unchanged; there is no plan to renew the contract at this time.